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SECURITY INFORMATION

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7 July 1953

MEMORANDUM FOR: Inspector General

SUBJECT : Personnel Office

REFERENCE : Your memorandum dated 1 July 1953, subject:
Personnel Office, ER-4-2892

1. The Medical Office has little criticism to offer in regard the Personnel Office's handling of mechanical and procedural matters. It should be understood, however, that the Medical Office administers a significant portion of its own personnel program. Such administration is largely concerned with the procurement and assignment of technical personnel, primarily doctors and technicians. This activity has been in existence for several years and is the result of a recommendation supported by the Personnel Office and approved by the PRC and the DCI. The following positions are established within the Medical Office to effect this program:

1	Administrative Officer (Personnel)	-	GS-9
1	Clerk-Steno	-	GS-5
6	Technician Pool	-	GS-7
TOTAL -		8	

2. Mechanical efficiency in handling people is insufficient for successful personnel programming. The Agency requires a more mature understanding of its peoples' needs and capacities and a more realistic use of such understanding.

Due to the current organization of the Agency, present methods of handling people are a function of individual offices, the Personnel Office, and the Agency Career Service Program.

It is believed that relationship of responsibility of the above should be clarified and the contribution to be made by the Personnel Office strengthened.

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JOHN R. TIETJEN, M.D.
Medical Staff

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